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# Example of Claims Examiner Job Description

Our company is searching for experienced candidates for the position of claims examiner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for claims examiner

* Extensive commercial auto, general/product liability and construction defect
* This position is for property vendor management
* This position primary task are handling vendor related issues, contracts, reporting, issue resolution, and specialty projects
* This position is responsible for the review of high exposure claim files to ensure reserves are properly set and maintained, demands are handled appropriately and regulatory standards are adhered to for compliance
* This position handles complex claims matters involving property lines of insurance written by the Interinsurance Exchange in compliance with all regulatory and statutory requirements
* This position includes review of processes for investigation, evaluation and settlement of high complexity
* This position ensures effective communication with internal and external customers, communicate and interact with a variety of individuals to address issues in prompt and professional manner
* This position will be a member of the Examination Team
* Complete special projects or research as assigned by the Claims Manager
* The position will perform related duties in support of the Claims Business unit for all Markets and will assist the Examination Team and the Technical Regional Manager in producing statistical reports to assist in the analysis of tends related to severity and expense management

## Qualifications for claims examiner

* Experience with Facet's a plus but not a requirement
* Completed Blue Chip Claims Processing System training, or have the ability to fully complete the 6 - 8 week training class
* Minimum of 2 years managed care experience
* Exceptional written, telephonic, and oral communication (public speaking), leadership, problem-solving, interpersonal, and organizational skills required
* High School/GED Certificate
* Must have trained on the six-eight week Blue Chip claims processing system, or have the ability to fully complete the six-eight week Blue Chip Training class